

RICHMOND AMATEUR DRAMATIC SOCIETY

Terms of Reference

Treasurer

JOB DESCRIPTION & REQUIREMENTS

The Treasurer is responsible for ensuring that the RADS accounts are maintained and all income & expenditure is recorded and audited.

The Treasurer should have access to, and be confident with, the Internet and e-mail and with the provision of documentation in commonly available digital formats such as Word, Excel, PDF etc.

The Treasurer should liaise closely with the RADS Membership Secretary, play directors, publicity etc. and should keep the RADS Committee informed of the society's financial status.

The Treasurer will liaise with external organisations in respect of the societies financial responsibilities.

SPECIFIC RESPONSIBILITIES

- ▶ Provide financial statements at every committee meeting and audited accounts / report for the societies AGM.
- ▶ Provide a financial statement for each and every play for the committee and play director. A financial statement of the plays performed over the last year to be made available at the AGM.
- ▶ Maintain the bank accounts in profit and pay in any funds received by the society.
- ▶ Pay, or provide funds for others to pay, all agreed society expenditure.
- ▶ Pay NODA Membership subscription.
- ▶ Pay NODA Insurance premium.
- ▶ Complete the Annual Return for the Charity Commission
- ▶ Apply to HM Revenue & Customs for repayment of TAX in respect of members Gift Aid.
- ▶ Negotiate the clubrooms annual energy contracts – Gas & Electricity.

GUIDANCE ON COMPLETING THE ABOVE RESPONSIBILITIES

- ▶ Maintain Excel spreadsheets for Income & Expenditure, Gift Aided members, Play accounts etc.
- ▶ Barclays Bank Mandate – Complete Mandate & Personal Information forms for new signatures (Treasurer, Chairman & Vice Chairman) and remove retiring signatures.

Community Account No. XXXXXXXX Business Saver Account No. XXXXXXXX Sort code XX-XX-XX

- ▶ Charity Commission No. XXXXXX - complete the online form giving income and expenditure for the last financial year – onlineservices@charitycommission.gsi.gov.uk password = XXXXXXXX
- ▶ HMRC Gift Aid *Charities Ref No. XXXXXXXX*

On Line Services @ www.hmrc.gov.uk/charitiesonline

Form Chv1 - Variation Form used for changing the details of Authorised Officers – this needs the details of existing authorised officers and their signatures.

Sign up & enrol for Charities On Line – you will be given a Government Gateway User ID and an Activation Code will be sent to you.

To claim back the Gift Aid Tax either M.S. Excel 2010 or LibraOffice (free download) spreadsheet is needed.

- ▶ Richmond Council – Inform change of Treasurer & contact details (Council Tax).